

Community Health Aide Training and Supervision

Department of Health and Social Services – Program 6

I. PROGRAM OBJECTIVES

The objective of this program is to train and supervise primary and [alternative] **alternate** community health aides who provide medical care services in rural communities throughout the state.

II. PROGRAM PROCEDURES

The Division of Public Health administers grants to qualified communities or nonprofit corporations for the purpose of training and supervising primary and alternate community health aides.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Grant funds are to be [utilized] **used** as a supplement for the operation of Community Health Aide (CHA) Training and Supervision programs in accordance with AS 18.28.010 through AS 18.28.050. Funds may be [utilized] **used** to support supervisor/instructor salaries and all associated costs for training and supervision of primary and alternate health aides. Salaries for [CHA's] **CHAs** may be paid only when they are in a regular scheduled training session at a rate not to exceed the normal and customary salary. Payment of CHA salaries while performing patient care or functions other than training will be disallowed. All training other than customary CHA skill levels as approved by the Division of Public Health will also be disallowed.

Suggested Audit Procedures

Review:

1. Contract or final Notification of Grant Award (NGA) including all conditions;
2. Grant/contract revisions and related transmittal letters;
3. Licenses, certifications, approvals, status of private nonprofit corporation if applicable;
4. Budget documents including final revised budget and budget narrative;
5. AS 18.28.010 through AS 18.28.050;

Test financial and related records and determine that funds expended were for purposes specified in the grant/contact; and [Determine] **determine** whether expenditures are within the budget limits specified in the grant.

B. ELIGIBILITY

Compliance Requirement

The agency must be a nonprofit or a political subdivision meeting the requirements of 7 AAC 78.030.

Suggested Audit Procedure

- Review articles of incorporation or other appropriate documentation, licenses, certifications and approvals to determine status of agency.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

The agency must submit quarterly activity and expenditure reports no later than thirty days after the close of each quarter.

Suggested Audit Procedures

- Confirm if such reports are being filed timely;
- That reported revenues and expenditures agree with the agency's general ledger; and
- That expenditures are within the budget limits or contract provisions.

Compliance Requirement

Agency audited financial statements must present a statement of revenue and expenditures for each state grant/contract. Such statements must show, for each state fiscal year grant, the final approved budget by line item category, actual revenues and expenditures and variance between budgeted and actual revenues and expenditures. Disallowed or questioned costs must be clearly disclosed.

Suggested Audit Procedure

- Review audited financial statements for compliance with above.

Compliance Requirement

The agency must clearly show on their audited financial statement any outstanding liability to the state as payable to the state. This includes unspent grant funds or disallowed costs.

Suggested Audit Procedures

- Determine whether or not the agency has any outstanding liability to the state; and
- Review audited financial statements to ensure proper presentation.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

The agency must act upon any recommendations made by program site review.

Suggested Audit Procedures

- Obtain copy of program site review; and
- Determine if recommendations in the [sit] **site** review are being implemented.

Modified 05/02